**Shelley Williams**

## NELA Internship Weekly Activity Log

|  |  |  |  |  |  |  |  |  |  |
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| November | Teacher Observation | Teacher Evaluation | Teacher Meetings | Building Meetings | District Meetings | Community Meetings/ Contacts | Extra- Curricular Events | Management Tasks | Other |
| Monday  31 |  |  |  |  |  |  |  |  | Exceptional children’s conference |
| Tuesday  1 (NELA) |  |  |  |  |  |  |  |  | Attended Class for NELA |
| Wednesday  2 |  |  |  | CASA (collaborat. Around student achievment | Quality Teaching and Learning |  |  |  |  |
| Thursday  3 |  |  |  |  |  |  |  |  | Llano Grande |
| Friday  4 |  |  |  |  |  |  |  |  | Llano Grande |

\*Reflection on this weekly log (include feedback from coach and mentor):

Much of this week was spent in workshops/class/Llano Grande. I did not go to Hollister this week. In RRGSD, I attended Quality Teaching and Learning. For one afternoon, a group of administrators observed in two classrooms at the high school. One class was a history class and the other was a math class. After each observation, the group would discuss the observation and then write a quick note. The QTL facilitator discussed 4 types of feedback for teachers. Today, we focused on quick notes. She suggested giving a note when we spend time in a classroom. A quick note focuses on facts not opinions and ties the fact to something specific. For example, “I noticed you posted the learning objective on the board for the students. This is great because it helps students keep the end in mind so they can know what learning is to take place during this class.” So, I did this on Thursday morning before I went to Llano Grande. I went into almost all the prek classes and left a quick note for the teachers before I left.

Pam, the QTL facilitator, suggested that when we leave a positive note to the teacher commenting on one thing done well, they are more likely to repeat that behavior. If each time we can leave this positive note, eventually, hopefully, even a bad teacher has the potential to make great positive changes.